



Small Hospital Improvement Program (SHIP) 2013-2014 Expense and Activity Reporting Form Instructions

1. Enter Hospital Name and Date
2. Select type of report submitted.
 - a. Mid-year reports are due no later than March 12, 2014.
 - b. Year-end reports are due no later than September 12, 2014.
3. Report how award funds were spent in Sections 2 and 3. Select the activity categories that best fit what your hospital used its funds for. Enter the amount (\$\$) of the SHIP-award spent according to the type of goods/services your hospital purchased.

Hospitals are expected to first use funds to meet the SHIP priorities. Allowable Hospitals may use SHIP funds to purchase:

- i. Training specific to MBQIP Data Collection
- ii. Software to enable the Collection of MBQIP data
- iii. HCHAPS Collection activities
- iv. ICD-10 Training
- v. ICD-10 Software

IMPORTANT: SHIP funds may be used to purchase training and education, computer hardware and software, and technical assistance (i.e. consultant services/assessments). SHIP funds cannot be used to supplement hospital employee salaries but can be used to contract with consultants for education and training.

4. Hospitals wanting to use their 2013-2014 SHIP funds towards other activities not directly related to these priorities should consult with the State Office ruralhealth@kdheks.gov to verify eligibility before submitting this report.
5. Describe in 1 to 3 sentences how your hospital used the SHIP funds in the provided textbox.
6. Answer questions related to the use of SHIP funds in network projects. If your hospitals used at least a portion of its SHIP funds towards a group/network project, please indicate in this section. If your hospital did not, please answer the following questions listed.
7. Report your hospital's MBQIP quality data reporting progress by indicating your hospital's status for reporting MBQIP Phase 1 measures to CMS QualityNet for each period listed.
8. Identify the person submitting the report, phone number, and email address.
9. Submit form to ruralhealth@kdheks.gov along with documentation showing receipt of those goods/services purchased.
 - a. The document must show a date of purchase, which must fall between the terms of the contract – September 1, 2013 through August 31, 2014.